

INDIANA

Claimant Self Service System



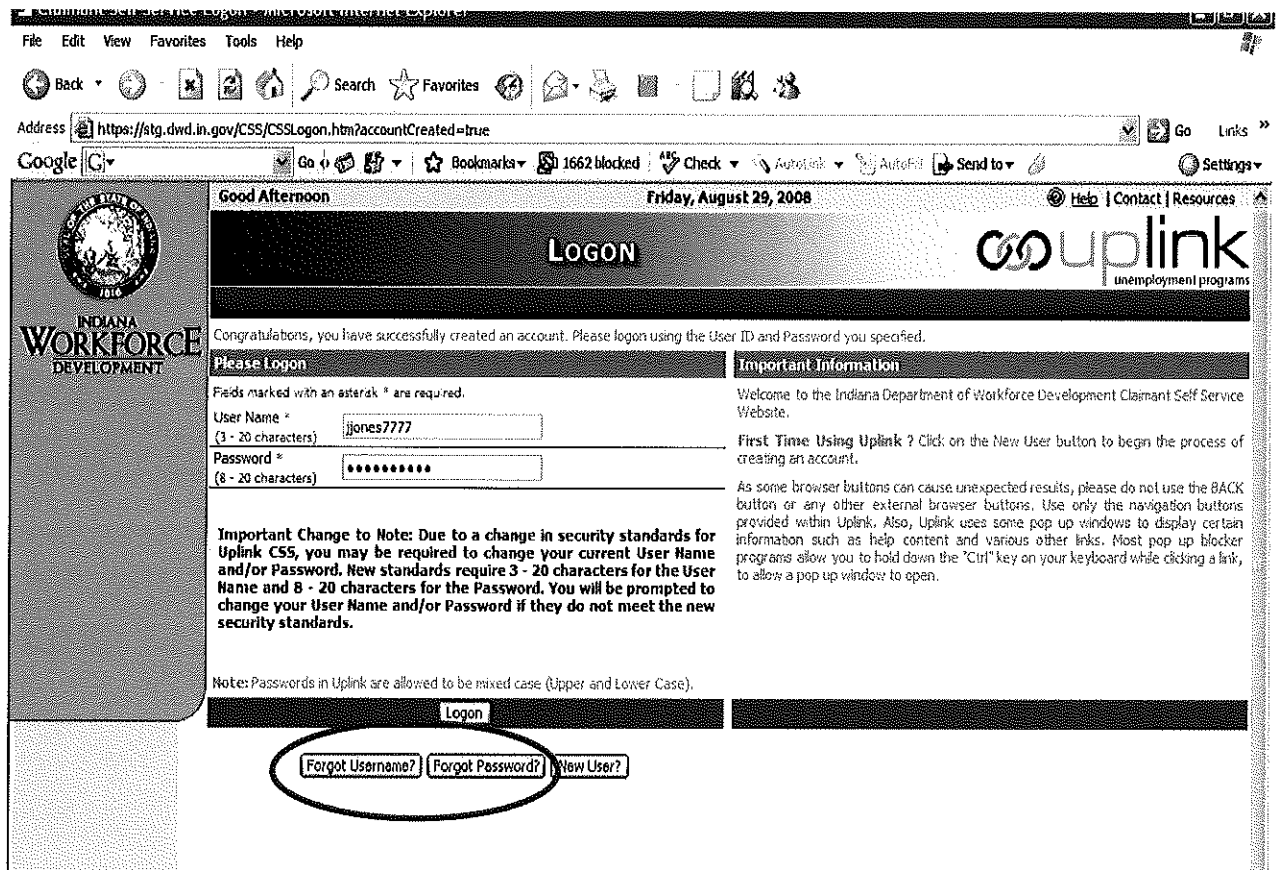
WEEKLY VOUCHER FILING

WorkOne



Welcome to the Claimant Self Service tutorial. This tutorial was developed to show you what to expect and how to navigate the screens you will see if you decide to file an Unemployment claim.

Weekly Voucher Filing
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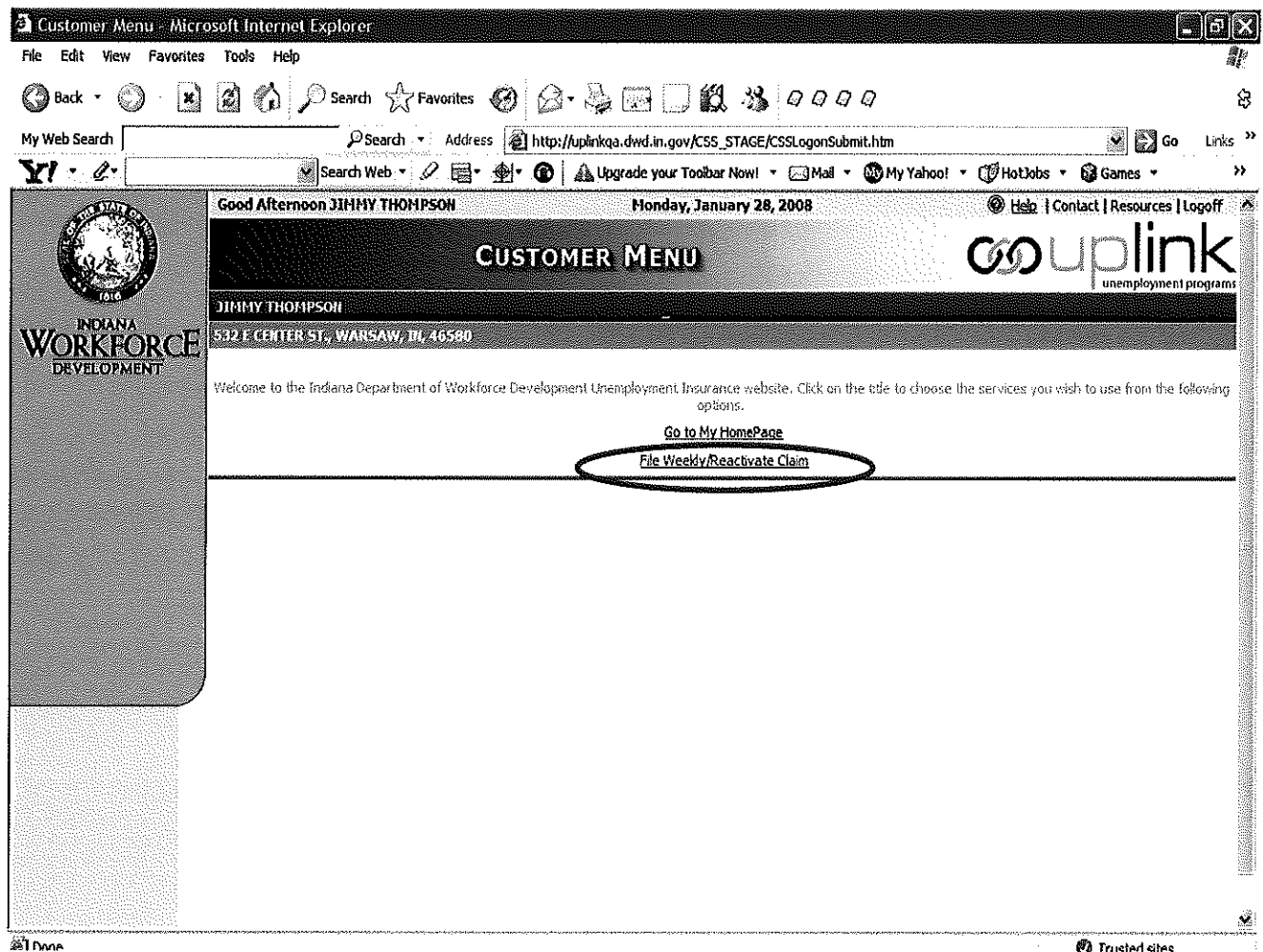


Since you already have an active Uplink account, you may begin by logging into the system. This is done by entering your user name and password, and clicking the **Logon** button.

If you forget your username or password, you can click on the appropriate button (circled). You will then be asked for your Social Security number and date of birth, and be required to answer your security question. Once this information is successfully entered, your password will be reset. You must then create and reenter a new password.

If you clicked on the **Forgot Username** button, pay close attention to the Username that will be displayed for you after you enter your security answer. This is how you will need to spell your Username when you log back in.

Weekly Voucher Filing
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Once you log into your account, select "File Weekly Claim Voucher."

You must file a weekly voucher for every week you wish to claim benefits.

For benefit purposes, Saturday is the last day of each week. You can file a voucher for the preceding week starting on the Sunday following the week you want to claim. For example:

9/18 (Thursday) – File initial or reopened claim

9/20 (Saturday) – Last day of first week of unemployment

9/21 (Sunday) – First day you can file your voucher for the week of 9/14-9/20

9/28 (Sunday) – First day you can file your voucher for the week of 9/21-9/27

You may submit your voucher for any week up to 20 days following the calendar week end date. **You will be paid most quickly if you file weekly vouchers on Sundays.**

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Good Evening JAMES E ARTHUR Wednesday, August 27, 2008 Help Contact Resources Logoff

WEEKLY CLAIMS : ELIGIBLE WEEKS **couplink**
unemployment program

JAMES E ARTHUR

Our records show that you are eligible to file Benefits for the following week.

* Do you want to file for this week? ☒ Yes ☐ No

* Were you separated (laid off, discharged, leave of absence, disciplinary suspension) from an employer during this week? ☐ Yes ☒ No

File for the week of 08/09/2008 Pending

Note: When answering the Weekly Claim questions, remember your answers should apply to that week only. Often the answers vary from week to week, so pay close attention to the week you are filing for and answer the questions accordingly.

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This page will list the weeks for which you may submit a voucher. Remember – you are submitting a voucher for the week ending on the date listed. To file your voucher, select “Yes.”

You must also report whether or not you were separated from employment during the week claimed (circled). You should answer no unless you’ve gone to work for a new employer from whom you’ve separated in the past week.

You do not need to report your separation again. If you have not gone to work anywhere since you left the employer which caused you to file the claim, answer No.

IMPORTANT - Remember that each time you submit a voucher you are answering the questions about what happened during the last week only. If you received vacation pay the week ending 9/6, you should only report vacation pay for the week ending 9/6.

Weekly Voucher Filing
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Weekly Claims : Certification - Microsoft Edge dwd51075458


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Good Evening JAMES E ARTHUR Wednesday, August 27, 2008 Help Contact Resources Logoff

WEEKLY CLAIMS : CERTIFICATION 

JAMES E ARTHUR

Reminder: You are filing for the week ending 08/09/2008. Each of your answers should apply to this week only.

Do you want to file for the week ending 08/09/2008? * YES

Were you separated (quit, discharged, laid off, leave of absence, disciplinary suspension) from an employer during this week? * NO

Did you look for full-time work? * ☒ Yes ☐ No

Hint: Be sure to answer Yes to this question if you have been laid off and you have a return to work date; or if you are a member of a union with a hiring hall; or if you have completed work searches for full-time employment.

Were you able and available for full-time work? * ☒ Yes ☐ No

Hint: Be sure to answer Yes to this question if you are ready, willing and able to accept full-time work and start that job when offered. Also answer Yes if you have been laid off and you have a return to work date; or if you are a member of a union with a hiring hall.

Was there a change in your school or training status? * ☐ Yes ☒ No

Did you work? * ☐ Yes ☒ No

If you worked, was this an employer you worked for between 04/01/2007 and 03/31/2008? ☐ Yes ☒ No

If you worked, how much did you earn for the week?

Did you refuse an offer of work? * ☐ Yes ☒ No

Did you take time off from work? * ☐ Yes ☒ No

Did you/will you receive holiday pay? * ☐ Yes ☒ No

Did you/will you receive severance or vacation pay? * ☐ Yes ☒ No

Has your pension or 401K withdrawal amount changed? * ☐ Yes ☒ No

Claimant Home Clear Back Next

Done Internet

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This page is your weekly certification that you are still eligible for unemployment benefits. Please read the helpful hints below the questions for more information. You can also click on the question itself for more information.

If you do not have a return to work date, you must look for full time work.

You only need to report **vacation pay** if it was paid in the week for which you are reporting. The week you are reporting is noted in the top left hand corner of the screen (circled).

Weekly Voucher Filing DRAFT

Weekly Claims : Certification - Microsoft
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Good Evening JAMES E ARTHUR Wednesday, August 27, 2008 Help Contact Resources Logout

WEEKLY CLAIMS : CERTIFICATION

JAMES E ARTHUR

Reminder: You are filing for the week ending 08/09/2008. Each of your answers should apply to this week only.

Do you want to file for the week ending 08/09/2008? * YES

Were you separated (quit, discharged, laid off, leave of absence, disciplinary suspension), from an employer during this week? * NO

Did you look for full-time work? * ☒ Yes ☐ No

Hint: Be sure to answer Yes to this question if you have been laid off and you have a return to work date; or if you are a member of a union with a hiring hall; or if you have completed work searches for full-time employment.

Were you able and available for full-time work? * ☒ Yes ☐ No

Hint: Be sure to answer Yes to this question if you are ready, willing and able to accept full-time work and start that job when offered. Also answer Yes if you have been laid off and you have a return to work date; or if you are a member of a union with a hiring hall.

Was there a change in your school or training status? * ☐ Yes ☒ No

Did you work? * ☐ Yes ☒ No

If you worked, was this an employer you worked for between 04/01/2007 and 03/31/2008? ☐ Yes ☒ No

If you worked, how much did you earn for the week?

Did you refuse an offer of work? * ☐ Yes ☒ No

Did you take time off from work? * ☐ Yes ☒ No

Did you/will you receive holiday pay? * ☐ Yes ☒ No

Did you/will you receive severance or vacation pay? * ☐ Yes ☒ No

Has your pension or 401K withdrawal amount changed? * ☐ Yes ☒ No

Claimant Home Clear Back Next

"Has your pension or 401K withdrawal amount changed?"

Answer **YES** if:

- You have actually received your pension/401k check during the past week (in this example, the week ending 8/9/08)
- You have received the check in the past week and will be depositing into your own personal IRA or other investment account.

Answer **NO** if:

- You have not yet received your pension/401k check. You will need to report this in the week you receive it. See weekly filing instructions for more details.
- Your employer rolled over the contents of your pension/401k into another investment account for you (you never received any payments).
- You don't plan to draw from your pension/401k until after you're done claiming benefits. For example, you are 30 years old and are not planning on receiving your pension from this employer until you turn 65.

Pension information continued on next page

Pension Deductions

Lump Sum Payment

If you take your pension/401k payment in a lump sum, it will be divided over the remaining weeks of your life (determined using an actuarial table). If the weekly deduction turns out to be less than \$1/week, the total will be deducted in 1 week only.

Example:

You receive a \$1000 payout. Your current age is 30. The actuarial table shows that you have 47.5 years remaining life expectancy, which is 2,470 weeks. We divide your \$1000 payment by 2,470 weeks, which results in \$0.40/week. Since this is less than \$1/week, the entire \$1000 would be deducted in one week. Your remaining payments would not be affected.

You receive \$4940 payout. Your current age is 30. The actuarial table shows that you have 47.5 years remaining life expectancy, which is 2,470 weeks. We divide your \$4940 payment by 2,470 weeks, which results in \$2.00/week. As long as your payout doesn't change, your benefits will be reduced by \$2.00/week, every week.

Monthly Payment

If you take your pension/401k payments monthly, the amount will be used to determine your weekly deduction. The monthly amount will be multiplied by 12, then divided by 52 to determine the weekly amount.

Example:

You receive a pension of \$100/month. We take \$100 multiplied by 12 to get \$1200. Then, we take \$1200 and divide it by 52, which gives us \$23.08. All dollar amounts are rounded up to the next dollar amount, so \$24.00 would be your weekly deduction, as long as your monthly payment amount doesn't change.

Please review this summary of your answers. If your answers are correct, click "My answers are correct" at the bottom of the page. If you answers are not correct, click "I need to correct my answers" at the bottom of the page.

Weekly Voucher Filing
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Weekly Claims : Weekly/Reactivate Agreement - Microsoft Internet Explorer

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INDIANA WORKFORCE DEVELOPMENT

WEEKLY CLAIMS : AGREEMENT

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unemployment programs

JIMMY THOMPSON

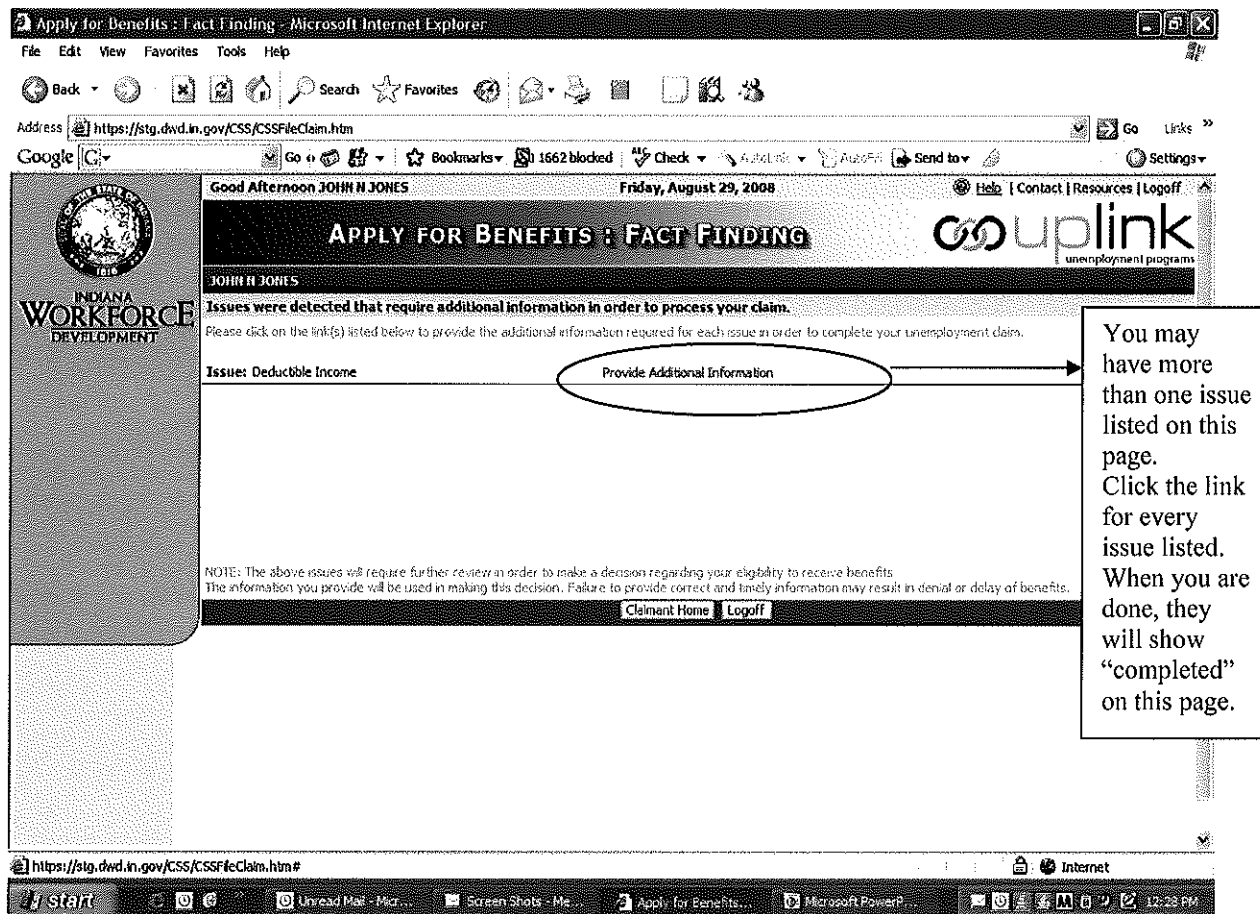
VOUCHER CERTIFICATION

- I hereby certify that I fulfilled the registration for work requirements and that I am not receiving subsistence allowance for training or education that would make me ineligible for unemployment benefits.
- I certify that I have reported any and all work, earnings, and self-employment activity for this week, even though I may not have yet been paid. I have also reported anything that interfered with my ability to work full-time this week.
- I certify that all answers and information given in this application for benefits are true and accurate.
- I am aware that if I knowingly fail to disclose information or give false statements to receive unemployment benefits, I may lose my unemployment benefits, be required to repay benefits received improperly with interest and penalty, and may be subject to civil and criminal prosecution.

Back Yes, I agree - File my Claim No, I do not agree

Done Trusted sites

Please read the information on this page. If you agree with the statements read, click "Yes, I agree – File my claim."



If the answers you've submitted require additional information in order for staff to make eligibility determination, you will see this screen. Click on "Provide Additional Information" in order to provide necessary information.

It is very important that you click the link and fill the following questionnaires out completely. Your benefits will be delayed if you do not follow this link.

Clicking the link allows you to give us the information we need to make your eligibility determination as soon as we get your claim. If you do not provide this information to us during the filing process, we have to mail you questionnaires that you will have to return to us, which will increase the amount of time it takes us to make your eligibility determination, and in turn for you to get benefits.

An example of the additional information needed for a Pension issue follows on the next page.

https://stg.dwd.in.gov - Dynamic Fact Finding - Microsoft Internet Explorer

INDIANA WORKFORCE DEVELOPMENT

In the week for which you are claiming benefits, are you receiving a pension or a 401K distribution?

If NO, When you completed your claim you said that you were receiving a pension or a 401K distribution. Please explain why you have changed your answer. (After you answer this question, SKIP to the bottom of the page and click NEXT)

If you have filed before, has the pension or 401K changed since then?

If YES, When did the change become effective?

Did the employer contribute to the pension?

Enter the name of the employer.

In what intervals is the pension paid?

If other, explain.

What is the total gross amount of the pension (the amount before any deductions) for the interval chosen in the last question.

Next
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Answer Yes if you meet criteria on page 5.

Answer Yes if you have not reported your pension payment in any previous weeks. Enter the date on which you received the pension/401K payment.

You should only report your pension/401K payment in the week it's received.

Answer the remaining questions accordingly based on your personal situation.

Click Next to continue.

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wd.in.gov - Dynamic Fact Finding - Microsoft Internet Explorer

Good Afternoon Tuesday, September 9, 2008

Did you roll over the pension or 401K into another retirement program? (If NO, SKIP to the bottom of the page and click NEXT)

When was the roll-over effective? (MM/DD/YYYY)

Did you roll over 100% of the pension or 401K?

If NO, What percentage did you roll over?

Next

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If you rolled over any amount from your 401k or pension into a different retirement account answer "yes" to the first question.

If you rolled over less than 100%, answer "Yes" to question 3 and list below what percentage you did roll over.

Click "next" to continue.

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Good Afternoon Tuesday, September 9, 2008

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DEVELOPMENT

Are you currently able to accept an immediate offer of employment?

If NO, why aren't you able to accept an immediate offer of employment?

Are you currently able to actively search for full time employment?

If NO, why aren't you currently able to actively search for full time employment?


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Done Internet

Answer "yes" if you are ready, willing, and able to do full-time work and ready to start that job when offered.

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Good Afternoon Tuesday, September 9, 2008


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For best customer service, please provide a valid contact telephone number.

The information I have provided is true and correct to the best of my knowledge. I understand that providing false information or failing to provide information may result in disqualification, overpayments, penalties or prosecution.

Next
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Done Internet

Enter the number at which you can be reached most easily. Our staff will use this number to contact you regarding any questions on your claim.

Weekly Voucher Filing
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Weekly Claims : Weekly Claim Confirmation - Microsoft Internet Explorer

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WEEKLY CLAIMS : WEEKLY CLAIM CONFIRMATION **uuplink**
unemployment programs

TOH THUMB

You have successfully filed your weekly benefits for the week ending:

01/12/2008

The confirmation number provided is for tracking purposes. You may print this page for your records.

Confirmation Number: 2085208

You must be registered for full-time work at your local Work Center office and show you are making an effort to find full-time work each week.
For a list of Work Center offices and locations [click here](#).

DWD Contact Information

Address	Phone	TDD for Hearing Impaired
Department of Workforce Development 10 North Senate UI Benefits, IN 46204	1-888-WORKONE (1-888-967-5663) For Marion County - 1-317-232-6702	1-317-232-7560

Print Claimant Home Next Logoff

Trusted sites

Once your claim is filed, you will see this confirmation screen. You can print the screen if you would like. Otherwise, you can log off.

You must repeat this weekly filing process every week you are unemployed and wish to receive benefits.